

# ONE STOP SHOP CENTER



City of Reading, P A Procedures &  
Guidelines

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# ONE STOP SHOP PERMIT CENTER CITY OF READING, PA

## PROCEDURES AND GUIDELINES

This information is provided to assist the citizens of Reading, P A and those who perform work in the City in:

1. Outlining procedures for project approvals and obtaining required permits.

### ***Residential/New Construction/Single Structure: The following steps shall apply:***

1. Zoning approval.
2. Historic approval if construction is within a designated Historical District.
3. Engineering approval for driveways, sidewalks and curbs.
4. Reading Area Water Authority approval for sewer and water service.
5. Building/Trades plan review approval.

Note: If multiple single family structures are to be constructed, Planning personnel will need to review the project.

### ***Residential Additions:***

1. Zoning approval.
2. Historic approval if within a designated district.
3. Reading Area Water Authority approval if new addition consists of adding a bathroom.
4. Building/Trades plan review approval.

Note: If the new addition exceeds 10% of the existing structure footprint, the project must be submitted to the Zoning Hearing Board for approval.

***Residential/Remodeling which also includes but no limited to decks, steps and fencing:***

1. Zoning approval.
2. Historic approval if within a designated district (exterior work only).
3. Building/Trades plan review approval.

*Note:* If no exterior dimensional changes occur, zoning approval is not applicable.

***Commercial/New Construction:***

1. Zoning approval.
2. Planning and Land Development approval.
3. Historic approval if within a designated district. Engineering approval for driveways and parking lots.

*Note:* If a parking lot accommodates 10 or more cars, Planning Commission must review and approve the lot.

5. Reading Area Water Authority approval for sewer and water service.

***Commercial additions:***

Same requirements apply as for New Commercial Construction.

***Commercial/Remodeling/New tenant fit-out:***

1. Zoning approval.
2. Building/Trades plan review approval.

*Note:* If no dimensional changes occur and no new tenants are leased, zoning approval will not apply.

For any additional information, contact or write to:

Chris McDevitt  
City Hall  
815 Washington Street Room 3-10 Reading, P A 19601 620-655-6284

# Zoning & Planning

## **1 Zoning Permits and the One-Stop-Shop.**

### **A. The One-Stop Shop can be used to obtain a Zoning Permit in the following cases:**

#### **1) Zoning Permit for Business in a Commercial Structure and being a permitted use in the Zone**

When the Zoning Permit is a straight-forward registering of, or transferring of a business to be located in a commercial structure and when the business is an appropriate land use for the zone in which it is to be located, providing all parking requirements as appropriate for the business type in question and the zone can be satisfied., as stated in Part 16 of the City of Reading Zoning Ordinance, then the permit may be obtained through the One-Stop-Shop. Note that this is possible when no dimensional variances, Special Exception Reviews and or no Conditional Use Permits are required.

#### **2) Zoning Permit for Signs for Businesses in a Commercial Structure.**

When the Zoning Permit is for a sign for a registered business (one with a zoning permit) that is located in a commercial structure and when the location and dimensions of the proposed sign conform to the requirements of Part 17 of the Zoning Ordinance.

#### **3) Single Building, New-Construction-RESIDENTIAL ONLY**

The Zoning for single-structure residential land development will be possible through the One Stop-Shop when the structure to be built is in full conformity with the Zoning requirements specified for the zone in which the structure is to locate; and when the development can within the parcel meet all parking requirements for new construction. Note that this is possible when no dimensional variances and no Special Exception Reviews are required.

#### **4) Building Addition, when less than 10% of the pre-existing floor area.**

A building addition, when less than 10% of the pre-existing floor area of the structure, can be permitted through the One-Stop Shop if all size of lot, building set-backs, maximum lot coverage, maximum height, and maximum building coverage requirements for the zone are satisfied. This is possible when no dimensional variances and no Special Exception Reviews and or no Conditional Use Permits are required.

#### **5) Accessory Buildings and Fences**

Whether used for Commercial, Industrial, or Residential purposes, the Zoning permit for single-structure accessory\_ buildings such as, but not limited to, Garage (max 500 sq. feet) and Storage Shed (max. 280 sq. feet) may be granted through the one-stop-shop.

#### **6) Off-street parking for fewer than ten cars.**

The Zoning permit for Off-street parking areas for one-car up to ten cars, may be granted through the one-stop-shop providing the parking area is in full conformity with the Zoning requirements specified for the zone in which the parking is to locate; and the parking is situated on the parcel satisfying all the requirements of the zone and Part 15 "Private Roads, Driveways and Parking Areas" and Part 16 "Off-Street Parking and Loading" of the City of Reading Zoning Ordinance.

### **B. What do I need to get a Zoning Permit?**

**I am a Business Owner /Operator who owns my land/building/shop, for a Zoning Permit I will need to submit:**

Deed to the Property

or a signed **Agreement for Sale** if this agreement will either be completed within 30 days, or is contingent to Zoning permission being attained.

Diagram /Site Plan or Sign diagram drawn to a uniform scale

(Drawing with dimensions; the scale must be indicated on the drawings.) for what you want to do.

**I am a Business Owner, who leases my land/building/shop, for a Zoning Permit I will need to submit:**

- . *Commercial Lease* for the Property
- . Notarized note/letter of permission from the *Property Owner*
- . Diagram /Site Plan or Sign diagram drawn to a uniform scale
- . (Drawing with dimensions; the scale must be indicated on the drawings.) for what you want to do.

**I am a Contractor working for the owner of the land/building/shop, for a Zoning Permit I will need to submit:**

- . Signed work-order with the owner of the property
- . Diagram /Site Plan or Sign diagram drawn to a uniform scale
- . (Drawing with dimensions; the scale must be indicated on the drawings.) for what you want to do.

**I am a Home owner living at this address, for a Zoning Permit I will need to submit:**

- . Deed to the Property
  - or a signed Agreement for Sale if this agreement will either be completed within 30 days, or is contingent to Zoning permission being attained.
- . Diagram /Site Plan or Sign diagram drawn to a uniform scale
- . (Drawing with dimensions; the scale must be indicated on the drawings.) for what you want to do.

**I rent the house where I will need a zoning permit.**

Only in a few cases are Tenants granted Zoning permits to change a parcel, its buildings or to have a home occupation.

When this permission is granted, you will need to submit:

- . Copy of Residential Lease

**Notarized note/letter of permission from the Property Owner**

Diagram /Site Plan or Sign diagram drawn to a uniform scale

(Drawing with dimensions; the scale must be indicated on the drawings.) for what you want to do.

Check or Money Order in the Amount of \$25.00 for the Zoning Permit Fee.

Note: Fees are higher if you have the need for Variances, Special Exception Reviews, or Conditional Use Permits. In those cases you will not be getting your Zoning Permit through the One-Stop-Shop.

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## **FEE SCHEDULE FOR ZONING PERMITS AND APPEALS**

The following fees will be charged by the City of Reading for the Administration of the Zoning Ordinance and with respect to hearing before the Zoning Hearing Board as authorized by the Pennsylvania Municipalities Planning Code (MPC). See attachment for permit descriptions. These fees are effective February, 2006. All fees shall be submitted to the City at the time of application. Fees are not refundable unless the City fails to act in accordance with the MPC. Zoning permit applications will not be reviewed nor will applications for appeals to the Zoning Hearing Board without the appropriate fee.

**TIME LIMITATIONS:** The City will accept the application when all necessary information and fees have been supplied and at that time the 30 day review time-clock will start. Any proposal that does not contain the appropriate information and/or fee(s) will not be processed until such is received. If a check is refused by the bank due to insufficient funds, the review time clock will stop as of the day such notice is received and the applicant will be so notified. The time-clock will not restart until the City has received the required fee.

### **FEE SCHEDULE**

#### **Zoning Permit Processing Fees:**

Zoning Permit I (for most uses)	\$ 50.00
Zoning Permit II (fences, sheds)	\$ 20.00

#### **Appeals to the Zoning Hearing Board:**

Residential Dimensional Variances	\$800.00 *
Commercial Dimensional Variances	\$800.00 *
Special Exception Review	\$200.00 *
Conditional Use Permits	\$800.00 *
Use Variances	\$800.00 *
Interpretations of Zoning Ordinance or Map	\$800.00 *
Request for variance extensions	\$ 50.00

#### **Site Plan Review Fees:**

Residential Site Plan Review	\$ 50.00
Commercial Site Plan Review	\$100.00
Telecommunication Tower Review	\$300.00

\* In addition to Zoning Permit processing fee and all applicable plan/application review.



## **DESCRIPTION OF ZONING PERMITS**

### Zoning Permit I:

- Change of lessee (Commercial) uses; non-owner occupied residential uses; multiple unit residential uses).
- Building additions and accessory uses.
- Subdivisions and land developments.
- Signs.
- Variances, Special Exceptions, Conditional Uses.
- Fences in commercial and manufacturing districts.
- Registration of decrease in number of residential units.
- All other uses and structures, except those listed under Permit II that require a zoning permit.

### Zoning Permit II:

- Fences for residential uses.
- Sheds.

## **READING BOARD OF HISTORICAL ARCHITECTURAL REVIEW Procedure for Obtaining a Certificate of Appropriateness**

Exterior improvements proposed for properties located within one of Reading's four Historic Districts (Callowhill, Prince, Centre Park, and Penn's Common), that can be seen from a public right-of-way, may require review by the Reading Board of Historical Architectural Review (HARB). The procedure is as follows:

1. Apply to the Historic Preservation Officer for a Certificate of Appropriateness (COA) prior to obtaining any required building permit. A COA application is available from the City's Historic Preservation Office, City Hall, Room 3-03.
2. Complete the COA application, including all specifications for proposed exterior alterations or modifications (submit paint color samples, material samples, and detailed drawings illustrating finished dimensions for signs, new construction and alterations).
3. Submit the completed application along with attachments to the Preservation Office ten working days prior to the regularly scheduled meeting of the HARB.
4. Attend the HARB meeting. The HARB meets every third Tuesday of the month.  
Attendance is not mandatory, but is strongly recommended. The HARB will review the application and render a decision at the regular monthly meeting.
5. Certain proposed exterior improvements may require additional review by City Council as per the Historic District Ordinance.
6. The HARB may authorize the Preservation Officer to approve certain proposed building improvements. A list of treatments authorized by the HARB is available from the Preservation Officer.
7. Once the COA is issued by the HARB or Preservation Officer, a Building Permit and Zoning Permit (where applicable) may be obtained.

**READING BOARD OF HISTORICAL ARCHITECTURAL REVIEW  
CERTIFICATE OF APPROPRIATENESS APPLICATION**

DATE: \_\_\_\_\_

SIGNATURE OF APPLICANT OR AGENT: \_\_\_\_\_ \

DISTRICT: Callowhill \_\_\_\_\_ Centre Park \_\_\_\_\_ Prince \_\_\_\_\_ Penn's Common \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_ : TELEPHONE: \_\_\_\_\_

OWNER ADDRESS \_\_\_\_\_ :

APPLICANT MAILING ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

**BUILDING IMPROVEMENTS:**

Describe proposed project (materials, colors, dimensions, etc.). Attach separate sheet if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of contractor: \_\_\_\_\_ Telephone \_\_\_\_\_

Address: \_\_\_\_\_ License # \_\_\_\_\_

**SIGNS:**

For signs submit the following:

Sign dimensions: \_\_\_\_\_ Letter dimensions: \_\_\_\_\_

Drawing: \_\_\_\_\_ Color samples: \_\_\_\_\_ Illumination: \_\_\_\_\_

Sign location: \_\_\_\_\_

Sign maker: \_\_\_\_\_ Telephone: \_\_\_\_\_

**ADDITIONAL INFORMATION REQUIRED FOR REVIEW:**

Construction drawings \_\_\_\_\_ Building elevation \_\_\_\_\_

Photograph of building \_\_\_\_\_ Color / material samples \_\_\_\_\_

The Reading Board of Historical Architectural Review meets on a regular basis on the third Tuesday of every month in the Planning Office, Room 3-03, City Hall, 815 Washington Street, Reading, PA, 19601. Applications must be made at least ten working days prior to the monthly meeting. For questions please call (610) 655-6326.

Next meeting: 7:30 p.m. in City Hall on Tuesday, \_\_\_\_\_ 20 \_\_\_\_\_

# *Building/Trades/Fire*

## **CITY OF READING BUILDNG/TRADES DEPT**

The City of Reading and all jurisdictions within the Commonwealth of P A. are now enforcing the Uniformed Construction Code. On April 26, 2004, the City of Reading adopted, by ordinance, the 2003 International Building; Fire and\_ Trade Codes, plus amendments, for all residential and commercial, projects. '

These International Codes enforce all new construction projects, commercial, tenant fit-outs, remodeling and home repair activities.

In addition to enforcement, the department also performs architectural and fire protection plan reviews, accessibility studies, trade license testing, demolition of unsafe structures and building safety inspections.

This department works closely with the Fire Bureau and other city departments in the development of code compliance within our community.

The City of Reading has established a one stop shop center by providing a simultaneous plan review and consultation with all necessary departments in an effort to create a more efficient and professional customer service experience.

It is our goal to assist all citizens; property owners, contractors, developers and design professionals by providing the very best in plan review and code inspection services.

, Our staff consists of professional personnel dedicated to providing the highest quality-to its citizens and the building industry, thus creating a safe environment known as the "City of Reading".

For additional information on Building/Trade services provided by this department, please contact:

Code Enforcement Division City Hall  
815 Washington St Room 3-10  
Reading, PA 19601

General Office	610-655-6284
Building	610-655-6122
Plumbing	610-655-6312
Mechanical	610-655-6110
Electrical	610-655-6109
Fax	610-655-2000

# **International Building Codes Adopted by the City of Reading**

1. 2003 International Building Code
2. 2003 International Existing Building Code
3. 2003 International Fire Code
4. 2003 International Residential Code
5. 2003 International Mechanical Code
6. 2003 International Plumbing Code
7. 2002 National Electrical Code
8. City of Reading Property Maintenance Code
9. National Fire Protection Association Standards
10. Supplement Codes:
  - (A)-International Fuel Gas Code-2003  
Edition
  - (B)-International Energy  
Conservation Code-2003 edition
11. City of Reading Amendments to the above listed codes (copies  
of these amendments can be obtained by contacting Chris McDevitt @  
(610) 655-6284)

## **CITY OF READING ONE STOP SHOP CENTER**

### **PROJECT SUBMISSION (BUILDING DEPT.)**

All projects require the following:

- **Project cost amount.**
- **Name of individual (owner or representative who is presenting information or requesting issuance of permits.)**
- **Name of actual person or persons performing the work.**
- **Insurance information (Liability and workmen compensation certificate by the individual contractor(s) performing work.).**
- **Precise property or lot address. .**
- **All necessary project information that is presented must be clear, dimensional and complete in all aspects of work being performed.**
- **Detailed information in regards to hazardous materials either in usage or abatement of the same.**
- **Handicapped Accessibility must be incorporated into every type of project submitted for review.**

**Acknowledgment that any and all approvals by issuance of City of Reading permits are granted solely on information submitted, and any changes that occur without approval will subject permit holder to possible legal penalties set forth by the authority having jurisdiction.**

## PROJECT PLAN REQUIREMENTS

- Residential Projects: (New Construction)  
Two (2) sets of professional design plans, which include:  
Foundation, floor, elevations, and all mechanicals.
- Commercial Projects: (New Construction)  
Two (2) complete sets of Sealed Architectural Plans, which include:  
Current code and construction cover sheet, foundation, floor, elevations, mechanicals, fire protection, schedules, details, structural, interior finishes and all specifications.
- Residential Projects: (Rehab/Remodeling of Existing Spaces)  
Two (2) detailed lists of work to be performed with accurate dimensions and construction material descriptions. Such descriptions shall include make, model, size and all pertinent product information and specifications.
- Commercial Projects: (Rehab/Remodeling and New Tenant Fit-outs)  
Two (2) sets of Sealed Architectural Plans (Required unless waived by the Building Code Official, than proceed with the following)  
Two (2) detailed lists of work to be performed with accurate dimensions and construction material descriptions. Such descriptions shall include make, model, size and all pertinent product information and specifications.



## PROJECT PLAN REVIEW COVER SHEET

Project name and address \_\_\_\_\_

Cover sheet must include but not limited to the following:

1. Use Group:  
(IE: Business, Mercantile)
2. Height & Area Limitations:  
(IE: Assembly use A-2 Type 2C unprotected limits out to: 1 story 20'/2400 sq. ft. per floor)
3. Type of Construction:  
(New/Rehab for tenant fit-out 2B protected)
4. Gross Square Footage:  
(If mixed use, specify areas, retail 7200 sq. ft, storage 2600 sq.ft.)
5. Occupant Load:  
(If mixed, please specify)
6. Exit Requirements:  
(IE: Dead end requirements, travel distance, required number of exits)
7. Design Loads:  
(IE: Roof live load, snow load, wind load)
8. Interior finishes:  
(Cut sheet especially for Institutional uses)
9. Fire resistance ratings:  
(IE: Structural elements, exterior bearing/non bearing walls, interior walls, tenant separations, ceiling/floor assemblies, vertical shafts, mixed occupancy separations)

## HVAC/Mechanical guide line requirements

The following information is required for all projects prior to submission or to be made available during the project upon request of the Code Official:

- (A)- A certified licensed contractor to bid the project.
- (B)- All project heating and cooling calculations must be included.
- (C)- Plans must reflect mechanical layouts for new and/or renovations.
- (D)- List of materials used (IE: type of fuel, H.P., gauge drainage, etc.)
- (E)- All proper permitting.
- (F)- Acknowledgement that all mechanical work requires scheduled rough in inspections.
- (G)- A mechanical job foreman to be available for walk thru inspections.
- (H)- Immediate knowledge of any change orders to the systems being installed or worked on.
- (I)- Temporary start up times for new systems.
- (J)- Temporary heat arrangements and products used.
- (K)- All locations of HV A C equipment and service access areas.
- (L)- All exhaust terminations and exit locations and there proximity to building openings.
- (M)- Any and all commercial hood and duct locations.
- (N)- All smoke control systems in use.
- (O)- Availability for combustion and intake air for all systems.
- (P)- Locations of chimneys and vents and their sizing.

## **Mechanical/Trades Guidelines**

- 1- All Plumbing, Electrical, Sprinkler and Mechanical contractors must be licensed by the City of Reading.
  - 2- All contractors must obtain permits for work performed in the city of Reading.
  - 3- All plans for the above listed trades require plan submittal when requested by the Code Official.  
(Residential and Commercial)
  - 4- All projects of any size require scheduled inspections during construction. (IE: rough in and final)
  - 5- All new work projects require a final inspection in order to receive a Certificate of Occupancy.
  - 6- All plans must be approved and cleared by Zoning and Planning prior to issuance of permits.
  - 7- The City of Reading follows the International Codes in relation to the above trades, which include but not limited to: National Electrical Code, NFPA Codes and City of Reading Amendments.
- Please refer to additional packet information with all current codes adopted by the City of Reading.



Building/Trades Division  
815 Washington Street Room 3-10  
Reading, PA 19601-3690  
(610) 655-6284

## NEW RESIDENTIAL CONSTRUCTION PROCESS GUIDELINES

Step 1      Zoning: Joyce Pressley 610-655-6505 or 610-655-6326  
Plot plan with all dimensions listed, property line dimensions, building footprint, all accessory structures, and all paving surfaces including driveways and curb cuts and any subdivisions. A group of 2 or more residential buildings will need to follow the guidelines of Planning Commission Review.

Step 2      3/4 " or 1" water service installations by City of Reading Water Authority from main to curb line. See attached sheet for fees.  
Contact person: Doris Gonzalez 610-655-6084  
2 to 3 week lead-time needed for this service.

Step 3      Driveway plans need to be submitted to Engineering Department for approval. Include water runoff direction with plans. Approximately 2 to 3 weeks lead time.  
Contact person: John Giardiello 610-655-6289

Septic System must be submitted by plans to Engineering Department. Plans must be designed by a civil engineer.

Step 4      Trades Division:  
2 sets of architectural grade plans need to be submitted for review. 7 to 10 days for review process time.  
Contact persons:

Steve Franco, Building Inspector	610-655-6122
Fred Yourkavitch, Plumbing Inspector	610-655-6312
Bernie Tomaszewski, Mechanical Inspector	610-655-6110

Trades permits will be issued after plan review has been completed and approved.

Contact person for permit processing is Chris McDevitt 610-655-6284

# CITY OF READING WATER AUTHORITY Installation and Water Abandonment Fees

## Installation

<u>Size of Connection</u>	<u>Charge</u>
¾"	\$1927.20 (Residential)
1"	\$2353.20 (Residential)
1-1/2"	\$2773.20
2"	\$3033.60

## Water Abandonment

<u>Size of Connection</u>	<u>Charge</u>
½"	\$890.40 (Residential)
¾"	\$890.40 (Residential)
1-1/4"	\$890.40 (Residential)
1-1/2"	\$890.40 (Residential)
2"	\$2544.00
3"	\$2544.00
4"	\$2544.00
6"	\$2544.00
8"	\$2925.60
10"	\$2925.60

Size of Main	Size of Connection				
	4"	6"	8"	10"	12"
4"	\$3,294.00				
6"	\$3,351.60	\$3,988.00			
8"	\$3,434.40	\$4,144.80	\$4,550.40		
10"	\$3,561.60	\$4,360.80	\$4,834.80	\$5,101.20	
12"	\$3,845.80	\$4,500.00	\$5,098.80	\$5,325.60	\$5,554.80
16"	\$3,729.60	\$4,783.20	\$5,324.40	\$5,608.80	\$6,036.00
20"	\$4,156.80	\$5,067.60	\$5,552.40	\$5,893.20	\$8,490.80
24"	\$5,010.00	\$5,353.20	\$5,235.60	\$5,177.60	\$7,359.60
30"	\$5,353.20	\$5,637.60	\$6,150.00	\$7,033.20	\$7,914.00
36"	\$5,695.20	\$5,994.00	\$7,004.40	\$7,828.80	\$8,512.80



## CITY OF READING, PENNSYLVANIA

### Building/Trades Division

815 Washington Street Room 3-10  
Reading, PA 19601-3690  
(610) 655-6284

### CONTRACTORS INSURANCE

#### CERTIFICATE OF INSURANCE

All Contractors are required to have an updated Certificate of Insurance on file with the Property Improvement & Preservation Division as follows:

Prior to the issuance of any permit, the Contractor shall deposit and execute to the Property Improvement & Preservation Division of the City, a Certificate of Insurance establishing that the Contractor is currently covered by a reputable Insurance Company, licensed to do business in the Commonwealth of Pennsylvania. The Contractor shall be covered for:

PROPERTY DAMAGES, in the amount of not less than FIFTY THOUSAND DOLLARS (\$50,000.00 ) for any one claim and not less than ONE HUNDRED THOUSAND ( \$ 100,000.00 ) for multiple claims, arising from the same undertaking.

BUSINESS LIABILITY INSURANCE, in the amount of not less than ONE HUNDRED THOUSAND DOLLARS ( \$ 100,000.00 ) for any one claim and not less than THREE HUNDRED THOUSAND DOLLARS ( \$ 300,000.00 ) for multiple claims, arising from the same undertaking.

WORKMEN'S COMPENSATION, the Certificate shall be for Continuous Coverage unless cancelled by the Insurance Company. At which time, the Property Improvement & Preservation Division shall be notified in writing, thirty ( 30 ) days prior to the cancellation by said Insurance Company.

### TRADES PERMIT FEE SCHEDULE

#### SECTION 108.2

Amended on April 26, 2004

All tradespersons shall pay the following permit fee prior to commencing work or performing services in or upon all premises within the City based upon aggregate cost of labor and materials:

<u>PERMIT FEE - LABOR and MATERIALS</u>	<u>FEE</u>
\$ .00 to \$ 250.00	\$ 12.00
250.01 to 500.00	20.00
500.01 to 1000.00	30.00

Fees in excess of the first one thousand dollars ( \$ 1000.00 ) shall be Seven Dollars and Fifty Cents ( \$ 7.50 ) for each additional Five Hundred Dollars ( \$ 500.00 ) or part thereof.

## ADDENDUM TO BUILDING PERMIT

For completion by Municipal Official:

Municipality\_\_\_\_\_

Date Issued\_\_\_\_\_

Permit No.\_\_\_\_\_

I. The applicant for the Building Permit in compliance with Act 44 of 1993, hereby submits (Check one):

\_\_\_\_\_ Certificate of Insurance (please attach)

\_\_\_\_\_ Certificate of Self-Insurance (please attach)

\_\_\_\_\_ Affidavit of Exemption

II.

If a Certificate of Insurance of Self-Insurance has been submitted, please complete the following:

Name of Insurer or Self-Insurer \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Policy No. \_\_\_\_\_ Coverage Period Ends \_\_\_\_\_

Name of Contractor/Policyholder \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contractor/Policyholders Federal or State employer Identification No (EIN) \_\_\_\_\_

1. This policy provides coverage for the requirements of the Workers Compensation Act, the Occupational Disease Act, and, where applicable, the Federal Longshore and Harbor Workers Compensation Act.
2. The insurer has been notified that the municipality issuing the building Permit is to be named a policy certificate holder.
3. Any subcontractor used on this project will be required to carry their own workers compensation coverage.
4. The contractor/policyholder will notify the municipality of any change in status cancellation, or expiration of workers compensation coverage.
5. Violation of the Workers Compensation Act or the terms of this Permit will subject the contractor/policyholder to a stop-work order and other fines and penalties as provided by law.

III.

If an exemption is being claimed, please complete the following and sign in the presence of a Notary Public. .

Basis for Exemption (check one):

\_\_\_\_\_ Applicant is an individual who owns the property.

\_\_\_\_\_ Contractor/Applicant is a sole proprietorship without employees

\_\_\_\_\_ Contractor/Applicant is a corporation, and the only employees working on the project have and are qualified as "Executive Employees" under Section 104 of the Workers Compensation Act. Please explain

\_\_\_\_\_ All of the contractor/applicant's employees on the project are exempt on religious grounds under Section 304.2 of the Workers Compensation Act. Please explain:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Other. Please explain:

\_\_\_\_\_  
\_\_\_\_\_

Name of Applicant \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Applicant's Federal or State Employer Identification Number (EIN) \_\_\_\_\_

1. Any subcontractors used on this project will be required to carry their own workers compensation coverage.
2. The applicant is not permitted to employ an individual to perform work on this project pursuant to the Permit in violation of the Act.
3. Violation of the Workers compensation Act or the terms of this Permit will subject the applicant to a stop-work order and other fines and penalties provided by law.

My signature on behalf of or as the contractor/  
applicant for the Building Permit constitutes my  
verification that the statements contained here are  
true, and that I am subject to the penalty of 18 Pa.  
C.S.A. 4904 relating to un-sworn falsifications to  
authorities.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Company

Sworn to and subscribed before me  
this

\_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires

Pennsylvania League of Cities and Municipalities. Note: Applicant's copy to be attached to Permit and posted. Municipality's copy to be filed with its permit copy.



**APPLICATION FOR BUILDING/TRADES PERMIT**

DATE: \_\_\_\_\_

TYPE OF PERMIT: BUILDING \_\_\_\_\_ ELECTRIC \_\_\_\_\_ HEATING \_\_\_\_\_ PLUMBING \_\_\_\_\_ DEMOLITION \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_

JOB  
ADDRESS: \_\_\_\_\_

SPECIFY WORK TO BE  
COMPLETED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

VALUATION: \$ \_\_\_\_\_

CONTRACTORS NAME &  
ADDRESS: \_\_\_\_\_

\_\_\_\_\_

LICENSE NUMBER: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

IS THIS PROPERTY IN A: HISTORIC AREA? YES [ ] NO [ ] \_\_\_\_\_

FLOOD PLAIN? YES [ ] NO [ ]

APPROVAL BY

DOES THIS WORK REQUIRE APPROVAL OF THE ZONING OFFICER? YES [ ] NO [ ] \_\_\_\_\_

APPROVAL BY  
PROPERTY IMPROVEMENT INSPECTOR'S APPROVAL: \_\_\_\_\_

**NOTICE TO TAXPAYERS**

Under the provisions of Article: 307, 309 and 311, you may be entitled to a property Tax Abatement on your contemplated alteration or new construction. An application for abatement may be secured from the **PROPERTY IMPROVEMENT DIVISION** and should be filed with the City at the time a building permit is secured. If you should not file the Tax Abatement request now under the advice of the City, and you receive an assessment for the improvement you are planning, bring in your reassessment notice to the **PROPERTY IMPROVEMENT DIVISION** immediately after receiving it and apply for the Tax Abatement then. If you are entitled to the Tax Abatement, you may receive it even if you apply at this late date.

IF YOU MAILED IN THIS NOTICE, IN ORDER FOR YOUR TRADES PERMITS OR APPLICATIONS TO BE RETURNED TO YOU, A SELF ADDRESSED STAMPED ENVELOPE MUST ACCOMPANY SAME.

Permits can be obtained at the Property Improvement Division office (Room 1-30) on the first floor of City Hall or by mailing your application for permit to:

PROPERTY IMPROVEMENT DIVISION  
CITY HALL - ROOM 1-30  
815 WASHINGTON STREET  
READING, PA 19601-3690  
610-655-6283



## CITY OF READING, PENNSYLVANIA

### Property Improvement Division

815 Washington Street Room 3-10  
Reading, PA 19601-3690  
(611) 655-6283

### TO ALL BIDDING CONTRACTORS FOR DEMOLITION

The following are the procedures for obtaining a demolition permit prior to commencement of work:

1. A demolition permit application must be filed with the Office of Property Improvement 815 Washington Street Room 1-30 (sample enclosed)
2. All utility cutoffs must be in writing from the utility companies (sample enclosed) and must be handed in prior to release of permit.
3. Sewer seal must be done by a City of Reading licensed plumber prior to demolition. The sewer seal must be inspected by the Plumbing Inspector (610-655-6312)
4. Water service must be abandoned through the Reading Water Authority and verification must be forwarded to Property Improvement Division office.
5. A Certificate of Insurance showing Liability and Workman's Compensation.(amount of coverage enclosed)

Upon approval by the Building Inspector, a Notice to Proceed will be issued.

Permit will be issued upon payment of fee. (fee schedule enclosed)

Fax: (610) 655-6525 TTD: (610) 655-6442

# CITY OF READING, PENNSYLVANIA



## Property Improvement Division

815 Washington Street Room 3-10

Reading, PA 19601-3690

(612) 655-6283

### DEMOLITION CHECK LIST

ADDRESS \_\_\_\_\_

UTILITY CUT OFF                      DATE

MET ED                                      \_\_\_\_\_

UGI    \_\_\_\_\_

VERIZON                                      \_\_\_\_\_

COMCAST                                      \_\_\_\_\_

WATER SERVICE                              \_\_\_\_\_

FUMIGATION                                      \_\_\_\_\_

SEWER SEAL                                      \_\_\_\_\_

### INSPECTOR SIGN OFF

BUILDING INSPECTOR \_\_\_\_\_ DATE

PLUMBING INSPECTOR \_\_\_\_\_ DATE

ZONING ADMINISTRATOR \_\_\_\_\_ DATE

HISTORIC PRESERVATIONIST \_\_\_\_\_ DATE

PERMIT NUMBER \_\_\_\_\_ ISSUED \_\_\_\_\_

FAX (610)655-2000 TID; (610) 655-6442



CITY OF READING  
Department of Fire & Rescue Services  
City Hall – Suite 1-41  
815 Washington St  
Reading PA 19601-3690

## FIRE DEPARTMENT REQUIREMENTS FOR COMPANIES DOING BUSINESS IN READING PA

1. Obtain a Certificate of Fitness – Annual certificate fee - \$ 100.00
  - Fill out application
  - Provide any new certificates obtained for company. Provide certification, experience and training for employees.
  - **PROVIDE A COPY OF UL CERTIFICATE OF COMPLIANCE (AFA COMPANIES ONLY) – see *attachment for more information***
  - Provide a copy of Certificate of Insurance
  - Provide a copy of the City of Reading tax license (***City of Reading Businesses ONLY***)
2. A Certificate of Fitness is required to obtain a permit.
  - Fill out application for Plan Review Fee.
  - **Proof of job cost is required (*final cost of job*).**
  - Cost is 1% of the job cost/or **\$30.00 minimum. Payment required when plans are submitted to Fire Marshal.**
3. **Provide (2) sets of plans**, specification sheets and cut sheets with submittal. (AFA, Sprinkler/standpipe, Suppression, Hood/Duct Systems.)
4. Plans may be mailed or dropped off in Fire Chief's Office if all necessary information is included (**including fee**).
5. **IF NO FEE IS INCLUDED AT THE TIME WE RECEIVE PLANS, THEY WILL NOT BE REVIEWED.**

MAIL TO:

Todd M. laeger, Fire Marshal  
Department of Fire & Rescue Services  
City Hall – Suite 1-41  
815 Washington St.  
Reading PA 19601-3690



**CITY OF READING**  
**Department of Fire & Rescue Services**  
**City Hall – Suite 1-41**  
**815 Washington St**  
**Reading PA 19601-3690**

## **REQUIREMENTS FOR FIRE ALARM COMPANIES**

The U.L. listing that the RFD Fire Marshal's office requires regarding the Certificate of Fitness for fire alarm companies is as follows:

- The fire alarm company is a full service central station company listed with U.L. This means that the full service central station can provide monitoring, retransmission of signals, installation, documentation, testing, and maintenance services.
- The fire alarm company is a fire alarm service-local company listed with U.L. This means that this type of company does not operate the central station, but provides the installation, testing, service and maintenance on the system. The monitoring for the system is then sub-contracted to either a full service central station, or a monitoring company (both or which must also be listed). Whatever listed company provides the service/maintenance for the system must also be able to arrive at the location of the system within a 4-hour time window to initiate maintenance.
- The installed system must be certificated by U.L., and the certificate must be displayed within 3' of the alarm panel. The certificate can only be requested by U.L. listed companies. In other words, only a full service listed central station, or a listed fire alarm service-local company can request the certification, not a listed for monitoring only type central station. Further, the certification request comes from the companies involved with the system.

Additionally, the completion of the system must be presented in the official form via 100% acceptance testing, submittal of the record of completion (including a copy of the U.L. certification that hangs at the panel), and a final inspection by the RFD Fire Marshal's office. Of course, all applicable codes, standards, licensing, training, certifications of employees, and U.L. listed devices with appropriate usage must be in place.

## **CONSTRUCTION PERMITS & PLANS** **EXAMINATION REVIEW FEE**

Plan review, inspection, consultation

***FEE IS ONE PERCENT (1 %) of JOB COST.***

**105.7.1** – Automatic Fire-Extinguishing Systems

**105.7.2** – Compressed Gases

**105.7.3** – Fire Alarm and Detection Systems and Related Equipment

**105.7.4** – Fire Pumps and Related Equipment

**105.7.5** – Flammable and Combustible Liquids

**105.7.6** – Hazardous Materials

**105.7.7** – Industrial Ovens

**105.7.8** – LP-Gas

**105.7.9** – Private Fire Hydrants

**105.7.10** – Spraying or Dipping

**105.7.11** – Standpipe Systems

**105.7.12** – Temporary Membrane Structures, Tents and Canopies

**105.7.13** – Hood and Duct Systems

## **PLANS EXAMINATION FEE FOR ARCHITECTURAL** **CONSTRUCTION REVIEW**

Plan review, inspection, consultation (Architectural drawings)

***FEE IS BASED ON THE VALUE OF THE PROJECT***

\$ 0 -- \$500,000

\$ 100.00

\$500,001 - \$1,000,000

\$ 200.00

Fees in excess of \$1,000,000 shall be \$50.00 for each additional \$1,000,000 or part thereof.

**105.7.14** – Architectural Construction Plan Review



**City of Reading**  
**Department of Fire & Rescue Services**  
**City Hall - Suite 1-41**  
**815 Washington St.**  
**Reading PA 19601-3690**  
**Phone: (610) 655-6041**  
**Fax: (610) 655-6395**

## **Application for Certificate of Fitness**

Date: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Company Phone #: \_\_\_\_\_  
Company Fax #: \_\_\_\_\_  
Contact Name: \_\_\_\_\_

Certificate Purpose \_\_\_\_\_

**NEW**

☐

**RENEWAL**

☐

**SPRINKLER**

☐

**AFA**

**(CHECK WHICH ONE APPLIES)**

**FIRE SUPPRESSION**

☐☐

UL Listed **Full Service** Central Station  
*(listed system monitoring, signal re-transmission,  
installation, service, maintenance)*

**HOOD & DUCT**

☐☐

UL Listed **Fire Alarm Service - Local Company**  
*(listed system installation, service/maintenance)*

**FIRE EXTINGUISHERS**

☐☐

UL Listed **Monitoring Only** Central Station  
*(listed monitoring only central station sub-contracted  
to monitor system)*

**FIREWORKS**

☐

**Experience &  
Training**

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Amount due:**

**Signature**

\_\_\_\_\_

**Fire Marshal  
Approval**

\_\_\_\_\_

**APPLICATION FOR FIRE PREVENTION CODE PERMIT**

**DATE:** \_\_\_\_\_

**PERMIT #:** \_\_\_\_\_

**TYPE OF PERMIT:** \_\_\_\_\_

**OWNER'S NAME:** \_\_\_\_\_

**JOB ADDRESS:** \_\_\_\_\_

**PERMIT DESCRIPTION:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPLICANT'S NAME AND ADDRESS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PHONE #** \_\_\_\_\_

**APPLICANT'S SIGNATURE:** \_\_\_\_\_

**SECTION #** \_\_\_\_\_

**AMOUNT DUE: \$** \_\_\_\_\_

**FIRE MARSHAL'S APPROVAL:** \_\_\_\_\_



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## OPENING A GROCERY STORE OR RESTAURANT

### Or taking ownership of lease

#### 1. ZONING APPROVAL

The Zoning Officer requires that new owners of grocery stores and restaurants register with the office of Zoning. This includes new lease holders of the business.

New owners may obtain an application from the office of Zoning.

#### 2. BUSINESS PRIVILEGE LICENSE

A Business Privilege License must be acquired from the Office of Tax Administration.

#### 3. INSPECTIONS

Before a Health permit may be issued, some or all of the following inspections may be necessary.

**BUILDING AND FIRE INSPECTION** - A building inspection will be necessary if:

- The establishment has never been previously used as a restaurant or grocery store.
- The establishment has been closed during the previous six months or more.
- A building permit must be secured for all work

**PLUMBING INSPECTION** - A plumbing inspection will be required:

- For all restaurants and delis at locations that have never been previously used as a restaurant or deli.
- If the restaurant or deli has been closed during the previous six months or more.
- All plumbing work must be performed by a plumber licensed by the City of Reading

**When building, fire and plumbing inspections are deemed necessary, all code requirements must have been completed before a health inspection is scheduled.**

**HEALTH INSPECTION** - In all cases an inspection by the Health Officer or his delegate will be necessary before a health permit is issued. .

- An application for a Health Permit may be obtained in the Codes Office.
- Before a health inspection is scheduled the applicant must present a copy of the zoning approval and receipt of payment of the Business Privilege License.
- All code requirements must be met before opening.

#### CITY OFFICES

**ZONING - Rm 3-03 Telephone 610-655-6343**

**TAX ADMINISTRATION - Rm 1-27 Telephone 610-655-6335**

**BUILDING - Rm 3-10 Telephone 610-655-6122**

**FIRE - Rm 1-41 Telephone 610-655-6041**

**PLUMBING- Rm 3-10 Telephone 610-655-6312**

**HEALTH - Rm 1-30 Telephone 610-655-6214**

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# Public Works

# Dumpster Ordinance Summary

*please see the ordinance for the full text*

## General Guidelines:

- Property owner or (agent who leases the dumpster is responsible for keeping the area around the dumpster trash-free and clean)
- Each dumpster must be fitted with Penn DOT regulated reflective tape in a vertically striped fashion on each of the top four corners at a minimum of 2 feet
- All lids must be clean and functional
- All dumpsters must be well painted, leak-proof, in good repair, clean and free of offensive odors \,
- Dumpsters of sidewalks must have a minimum of 5 ft. sidewalk clearance
- No overloading of dumpsters

## Types of Trash Receptacles

- **Permanent Dumpster** - sized 3 cu yards or less.
  - Permit must be obtained by licensed hauler.
  - Cost \$150 annually, per dumpster
  - Must be approved by the Dept of Public Works
  - Must display permit on the dumpster, along with name and address of licensed hauler
  - Must be covered between 6 p.m. and 6 a.m., and when not in use, during high wind' conditions or during transport
  - Anything larger than 3 cu yards cannot be permanently placed in the public right of .way.
  - Dumpster may be transferred to new address, if new address is provided to Public Works Dept within one (1) day before relocation
- **Temporary Dumpster** - used for construction, rehabilitation or demolition projects
  - Must be approved by the Dept of Public Works
  - Cost \$5 per day - minimum \$25 and maximum \$75.
  - Permits good for up to 10 days, with one (1) renewal for additional ten (10) days at discretion of Public Works Dept.
  - Must display permit on dumpster
  - Must be covered between 6 p.m. and 6 a.m., and when not in use, during high wind conditions or during transport

**.Permanent Carts** - two wheeled, plastic container used for the temporary holding of trash with a maximum capacity of ½ cu yard or 96 gallons.

- Permit must be obtained by licensed hauler for each cart to be permanently located within the public right of way annually.
- Cost \$150 per year
- Must be approved by Dept of Public Works
- Permit must be displayed on cart, along with name and address of licensed hauler No more than 1 cart per unit, with a maximum of 2 carts per property may be stored within the public right of way.
- Cannot b e overloaded
- Must be covered

**BILL NO. \_\_\_\_ 2005**

**AN ORDINANCE**

**AMENDING THE CITY OF READING CODIFIED ORDINANCES BY REPEALING AND RECREATING CHAPTER 20, PART 2 - DUMPSTER PLACEMENT.**

**THE CITY OF READING HEREBY ORDAINS AS FOLLOWS:**

**SECTION 1.** Amending the City of Reading Codified Ordinances by repealing and recreating Chapter 20, Part 2 - Dumpster Placement attached as Exhibit A.

**SECTION 2.** All relevant ordinances, regulations and policies of the City of Reading, P A, not governed by the Code shall remain in full force and effect if not repealed by enacted legislation.

**SECTION 3.** If any section, subsection, sentence, or clause of this ordinance is held, for any reason, to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance.

**SECTION 4.** This Ordinance shall become effective in ten (10) days in accordance with Charter Section 219.

**Enacted \_\_\_\_\_, 2005**

\_\_\_\_\_  
**President of Council**

**Attest:**

\_\_\_\_\_  
**City Clerk**

## **PART 2 DUMPSTER PLACEMENT**

### **§20-201. Definitions.**

The following words and phrases when used in this Part shall have, unless the context clearly indicates otherwise, the meanings given to them in this Section:

**BUSINESS DAY** - that part of any day on which City Hall is open to the public for carrying on substantially all of its functions.

**CART** - any container which is made of rigid plastic, with two wheels, which is intended to be mechanically emptied and used for the purpose of temporarily holding refuse with a maximum capacity of 1;2 cubic yards or 96 gallons.

**COMMERCIAL** - a property relating to or connected with trade and traffic or commerce in general or a property which includes five or more separate residential dwelling units.

**CONTAINER** - any dumpster or cart

**CURBLINE** - the line in the public right-of-way, constructed or proposed, as shown on the official map, that separates the portion of the public right-of-way dedicated to vehicular traffic from that dedicated to pedestrian traffic.

**DUMPSTER** - any container used for the purpose of storing refuse until the scheduled collection day with a capacity of 1 cubic yards (202 gallons) or greater.

**HAULER** - any person, licensed or unlicensed, who collects, transports or disposes of recyclables, solid waste or refuse.

**OBSTRUCTION** - any structure or other object whatsoever that, in any manner, impedes, obstructs or otherwise limits or prevents that full and unrestricted use whatsoever, by the public, of any public right-of-way.

**OFFICIAL MAP** - the topographical survey of Reading, Pennsylvania, on file in the engineering office.

**LICENSED HAULER** - one who rents dumpsters or toters to another who has a valid city and state hauler's license

**LESSEE** - a property owner or agent thereof who or leases a dumpster or toter from a licensed hauler as defined herein.

**PASSABLE** - free of any impediment or obstruction, whatsoever, that would hinder the travel of the public.

**PERMANENT DUMPSTER** - any dumpster - of a size 3 cu yards or less - intended to be used for an undetermined period of time for the purpose of solid waste storage.

**PUBLIC RIGHT-OF-WAY** - the area between topographical building lines (for the purpose of this Part) set aside for public use or ownership as a street, alley, crosswalk, easement or other similar facility.

**RESIDENTIAL** - a property containing four or fewer separate dwelling units.

**SIDEWALK** - that portion of the sidewalk area for which paving is required by Ord. 25-1889,6/28/1889, §1 [§21-503].

**SIDEWALK AREA** - that portion of the public right-of-way occurring between the curb line and the topographical building line (for the purpose of this Part).

**STREET PROPERTY LINE** - the line that is coincident to and identical with the line marking the extremity of the public right-of-way as shown on the official map of the City of Reading.

**TEMPORARY DUMPSTER** - any dumpster intended to be used for a specified period of time for

the purpose of construction, demolition or rehabilitation waste storage.

**TOPOGRAPHICAL BUILDING LINE** - the property line as shown on the official map of the City of Reading. (Ord. 18-2000,9/25/2000, §923.1)

**TRASH CAN** - any container under 95 gallons made of rigid plastic or metal used to hold refuse that differs in any way from a cart (defined above)

**TRASH RECEPTACLE** - any dumpster/cart or trash container used for the storage of trash.

#### **§20-202. General.**

1. Trash receptacles lessees shall be responsible for keeping the area around the container clean and sanitary as required by Health Code Regulations [Chapter 10, Part 1] and the Property Maintenance Code [Chapter 5, Part 6].

2 Trash receptacles shall NOT be located in areas visible from the public right-of-way, unless permitted by the Department of Public Works.

3. Each property shall have no more than one cart per unit to a maximum of two carts per property address stored within the public right of way,. (Ord. 18-2000,9/25/2000, §923.2)

#### **§20-203. Conditions of Use.**

##### **1. Placement and Maintenance of Trash Receptacles.**

A. Trash receptacles shall be located in the rear of properties and may not be visible from the public right-of-way area of a property. Trash receptacles shall not be stored within the public right-of-way on commercial, industrial property', or residential property UNLESS it has been determined by the Department of Public Works that no other location is available for trash storage and a permit for such storage has been obtained from the City.

B. The owner of the trash receptacles shall place and maintain, on the outside of each container in legible letters not less than 1 inch in height, the owners name or company logo, telephone number, the current city-hauler permit number and the dumpster permit issued by the Department of Public Works for such container.

C. Each trash receptacle shall be covered at all times by a clean, leak proof, proper fitting and functioning lid.

D. Permanent Trash Receptacles Containers in Historical Districts. No permanent trash receptacles shall be allowed on any public right-of-way or be allowed to be visible from any public right-of-way in any area designated as a historic district in the Codified Ordinances of the City with out review and approval of the Department of Public Works and the Historic Preservation Specialist pursuant to Ord. 35-1999, 12/13/1999 [Chapter 4, Part 1 (Historical District Ordinance)].

E. Permanent trash receptacles in Areas Under the Jurisdiction of the Downtown Improvement District. No permanent trash receptacles shall be installed in any public right of-way or be visible from any public right-of-way in any area under the jurisdiction of the Downtown Improvement District without review and approval by the Department of Public Works, Historic Preservation Specialist and the Downtown Improvement District Authority pursuant to Ord. 134-1994/11/1995 [Chapter I} Part 4D].

2. Clearance Requirements. Permitted trash receptacles shall not obstruct or otherwise limit or prevent the full and unrestricted use, of any public right-of-way. Minimum sidewalk clearances of 5 feet must be retained at all times.

3. Temporary Dumpsters. Temporary dumpsters, incidental to construction} rehabilitation or demolition work, may be placed within the public right-of-way for a maximum of 10 calendar days

after receipt of the necessary permit. The permit shall be displayed on the dumpster. All dumpsters/trash receptacles shall be well painted, leak proof, in good repair, clean and free of offensive odors and be fitted with Department of Transportation regulated reflective tape in a vertically stripped fashion on each of the four corners from top to bottom, extending around each corner by a minimum of 2 feet. All temporary dumpsters with contents shall be covered with a suitable cover or tarpaulin during: (a) periods of non-use; (b) night hours (6:00 P.M. to 6:00 A.M.); (c) high wind conditions; or (d) transport in order to prevent unauthorized use and/ or scattering of any contents therein. [Ord. 42-2002]

4. Permanent Dumpsters. Permanent dumpsters - sized 3 cu yards or less - may be placed within the public right-of way when it has been determined by the Department of Public Works that no other location is available for trash collection and storage and the owner has received the necessary permit. The owner must first demonstrate that this dumpster is necessary to ensure the health and safety for area residents and patrons. Dumpsters 3 cu yards or greater cannot be permanently placed in any right of way.

5 All dumpsters shall not be loaded at any time in such a manner to constitute overloading thereby preventing suitable required covering.

#### 6. Trash Receptacles.

##### A. Set Out Requirements.

(1) Trash Receptacles. may be placed temporarily at curbside directly in front of the property being serviced no earlier than 8:30 p.m. the day before and shall be removed from the public right-of-way by 8:00 p.m. the day of schedule refuse collection.

(2) Trash Receptacles. may be permanently placed within the public right-of-way when it has been determined by the Department of Public Works that no other accessible location is available for trash collection and storage and the owner has received the necessary permit. The permit shall be placed on the trash receptacle. The owner must first demonstrate that this trash receptacle is necessary to ensure the health and safety for area residents and patrons. The Department of Public Works shall have the authority to determine feasibility. (Ord. 18-2000,9/25/2000, §923.3; as amended by Ord. 42-2002, 8/26/2002, §1)

(3)'Permanent trash receptacles in Historical Districts. No permanent crash receptacles shall be allowed on any public right-of-way or be allowed to be visible from any public right-of-way in any area designated as a historic district in the Codified Ordinances of the City with out review and approval of the Department of Public Works and the Historic Preservation Specialist pursuant to Ord. 35-1999, 12/13/1999 [Chapter 4, Part 1 (Historical District Ordinance).

(4) Permanent trash receptacles in Areas Under the Jurisdiction of the Downtown Improvement District. No permanent trash receptacles shall be installed in any public right-of-way or be visible from any public right-of-way in any area under the jurisdiction of the Downtown Improvement District without review and approval by the Department of Public Works, Historic Preservation Specialist and the Downtown Improvement District Authority pursuant to Ord. 134-1994/11/1995 [Chapter I, Part 4D].

(5) All trash receptacles shall not be loaded at any time in such a manner to constitute overloading thereby preventing suitable required covering.

#### §20-204. Permits, Fees and Fines.

##### 1. Temporary Dumpsters.

##### A. The cost of the permit shall be:

(1) Five dollars a day not to exceed \$75 in 10 calendar days with a minimum of \$25.

B. Permits for temporary dumpsters may be renewed for up to 39 10 calendar days increments at the sole discretion of the Department of Public Works if the work is deemed to be in

the best interest of the public. Each renewal permit shall cost equal to the cost of the first 10 calendar days.

## 2. Permanent Dumpsters.

A. Permits shall be obtained by the licensed hauler and are required for each dumpster in the public right-of-way in the City of Reading. The licensed hauler applying for a dumpster permit shall list the address where the dumpster will be serviced.

B. The dumpster permits may be transferred to other locations within the City of Reading. The licensed hauler must provide the new service address within one (1) business day prior to the relocation of service for the license to be transferred without fee or fine. The dumpster permit may be transferred to other locations within the City of Reading. The licensed hauler must provide the new service address prior to relocating the dumpster to the new address and a new permit will be issued without fee by the Department of Public Works, which must be placed on the dumpster.

C. The permit shall be displayed on the trash receptacle for which the permit was issued. The permit shall be issued for a period of 1 year.

D. The cost of the dumpster permit shall be \$150 annually. The lessee shall provide to the City, upon request, a copy of the lease agreement if applicable and the agreement with the licensed hauler with schedule of pickup.

E. In the event the City incurs costs described herein, an accounting of such expenses shall be delivered along with a bill to the licensed hauler, at which time payment to City shall be due and payable. This shall have no effect on other action the City may take, such as issuing citations for violations of this Part.

F. Trash receptacles are permitted to be placed in areas that are not visible from the public right-of-way without obtaining a permit from the Department of Public Works.

## 3. Permanent Cart.

A. Permits shall be obtained by a licensed hauler and are required for each cart in the public right-of-way in the City of Reading. The licensed hauler applying for a cart permit shall list the address of the property where the cart will be serviced.

B. The cart permit permits may be transferred to other locations within the City of Reading. The licensed hauler must provide the new service address prior to relocating the cart to the new address and a new permit will be issued without fee by the Department of Public Works, which must be placed on the cart.

C.. The permit shall be displayed on the cart in a conspicuous location. The permit shall be issued for a period of one year.

D. The cost of the cart permit shall be \$150 annually. The lessee shall provide to the City, upon request, a copy of the lease agreement if applicable and the agreement with the licensed hauler with schedule of pickup.

E. In the event the City incurs costs described herein an accounting of such expenses shall be delivered along with a bill to the licensed hauler at which time payment to City shall be due and payable. This shall have no effect on other action the City may take such as issuing citations for violations of this Part.

F. Containers are permitted to be stored on private property without obtaining a permit.

## **§20-205. Administrative Provisions.**

1. Regulations. The Director of Public Works may promulgate such regulations as are necessary for the proper administration and enforcement of this Part.

2. Administrative Authority. This Part shall be enforced under the jurisdiction of the City Department of Public Works. Enforcement is delegated to and shared with the Codes Office, Police



Department and the Department of Public Works.

### 3. Penalty.

#### A. Removal of Container.

(1) Any person who has placed, places or causes to be placed any container in the public right-of-way, when alternative storage and collection methods are available, shall immediately remove such container upon notice by the City and shall be subject to provisions and/or penalty as prescribed by this or other ordinances of the City of Reading.

(2) The failure of the licensed hauler to remove the container, upon notice by lessee or by the City to do so, shall be a violation of this Part and subject to provisions and/or penalty as prescribed by this or other ordinances of the City of Reading herein.

#### B. Remedies.

(1) All violations of this Part shall be corrected within 5 days of notice from the City, or be subject to the fines below:

(a) Whoever violates any provision of this Part shall, upon conviction thereof, in a summary proceeding, be fined a minimum of \$100.00 but not more than \$1,000.00. If costs and damages are incurred, restitution shall be awarded to the City in addition to any fines or other penalties awarded herein.

(b) Every violator of the provisions of this Part shall be deemed guilty of a separate offense for each and every day such violation shall continue and shall be subject to the penalty imposed by this Section for each and every separate offense.

(c) Noncompliance with any of the provisions contained within this ordinance may result in the removal of any and all trash receptacles by the City of Reading or its delegates.

**CITY OF READING  
DEPARTMENT OF PUBLIC WORKS  
APPLICATION FOR DUMPSTER/CART PERMIT**

PERMIT NUMBER: \_\_\_\_\_ DATE PERMIT ISSUED: \_\_\_\_\_

**TO BE COMPLETED BY APPLICANT**

LICENSED HAULERS NAME: \_\_\_\_\_

LICENSED HAULERS ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_ PHONE: #( ) \_\_\_\_\_

ADDRESS OF CONTAINER LOCATION: \_\_\_\_\_

SIZE OF CONTAINER: \_\_\_\_\_ PURPOSE OF CONTAINER: \_\_\_\_\_

TEMPORARY DUMPSTER \_\_\_\_\_ PERMANENT DUMPSTER \_\_\_\_\_ PERMANENT CART \_\_\_\_\_

START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

**CONTAINER WILL BE LOCATED:**

1. STREET \_\_\_\_\_ SIDEWALK \_\_\_\_\_ ALLEY \_\_\_\_\_

2. FRONT OF PROPERTY \_\_\_\_\_ REAR OF PROPERTY \_\_\_\_\_ SIDE OF PROPERTY \_\_\_\_\_

MEETS CONDITIONS OF ORDINANCE 17-99: \_\_\_\_\_

PROPERTY OWNER NAME: \_\_\_\_\_

PROPERTY OWNER MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
DATE

**TO BE COMPLETED BY DEPARTMENT OF PUBLIC WORKS**

DATE RECEIVED BY PUBLIC WORKS: \_\_\_\_\_

INSPECTION DATE: \_\_\_\_\_ INSPECTOR ASSIGNED: \_\_\_\_\_

MEETS CONDITIONS OF ORDINANCE 17-99 A

APPROVED BY: \_\_\_\_\_  
(INSPECTOR) (DATE) (SERVICES MANAGER) (DATE)

AMOUNT DUE \$ \_\_\_\_\_ AMOUNT PAID \$ \_\_\_\_\_ DATE PAID \_\_/\_\_/\_\_

DATED COVERED BY PERMIT \_\_/\_\_/\_\_ TO \_\_/\_\_/\_\_

## HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

KNOW ALL MEN BY THESE PRESENT THAT:

\_\_\_\_\_ of \_\_\_\_\_  
(Name) (Address)

in consideration of the City of Reading issuing a permit permitting the placing or erecting

a dumpster on property located at \_\_\_\_\_, Reading, PA

or on the sidewalk or street abutting the property, hereby agrees to hold the City of Reading, its officers, agents, servants, employees, and their successors, harmless from any claims by persons or entities arising out of the location, condition or use of said dumpster; and further agrees to indemnify the City of Reading, its officers, agents, servants, employees, and their successors, against any loss as a result of claims of persons or entities arising from location, condition or use of said dumpster.

IN WITNESS WHEREOF, the above named, intending to be legally bound, has  
executed this Hold Harmless and Indemnification Agreement this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature

(if Corporation identify by name and include  
title of officer signing agreement)

ATTEST:

\_\_\_\_\_

**THE CITY OF READING**

PERMIT NO:

**DEPARTMENT OF PUBLIC WORKS**

AMOUNT

BS \_\_\_\_\_

**ENGINEERING DIVISION**

\$ \_\_\_\_\_

**APPLICATION FOR STREET CUT PERMITS**

DATE: \_\_\_\_\_

Application made by: \_\_\_\_\_  
(NAME OF OWNER OR AUTHORIZED AGENT) (TELEPHONE NUMBER)

\_\_\_\_\_  
(ADDRESS) (CITY) (STATE) (ZIP CODE)

\_\_\_\_\_  
(CONTRACTOR) (ADDRESS)

( CITY) (STATE) (ZIP CODE) (TELEPHONE NUMBER)

For permission to break pavement or \_street surface now paved with \_\_\_\_\_

At \_\_\_\_\_

For the purpose of \_\_\_\_\_

ESTIMATED DIMENSIONS:

Width \_\_\_\_\_ feet

Length \_\_\_\_\_ feet

Work to be completed on or before \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
(SIGNATURE OF APPLICANT)

THE PERMIT IS GRANTED SUBJECT TO THE FOLLOWING CONDITIONS:

1. A detailed construction plan will be submitted with every application
2. The applicant agrees to comply with all the rules and regulation established by the City Ordinance No. 24-2002, adopted 5/28/02, as well as all other laws and ordinances relating to such work, and the acceptance of the permit shall be deemed an agreement to abide by all of the conditions as herein set forth.

APPROVED: \_\_\_\_\_

PERMITS ARE NOT VALID UNTIL STAMPED PAID BY THE CITY TREASURER'S OFFICE

**CITY OF READING  
APPLICATION FOR PERMIT**

*TO CONSTRUCT CURBING/SIDEWALK  
DRIVEWAYS/VAULTS UNDER SIDEWALKS  
AND SURVEY*

<b>PERMIT #</b>  _____	<b>DATE:</b>  _____
------------------------------	---------------------------

	APPLICANT	CONTRACTOR
<b>NAME</b>	_____	_____
<b>ADDRESS</b>	_____	_____
<b>CITY/ST/ZIP</b>	_____	_____

APPLICATION FOR PERMISSION TO \_\_\_\_\_

\_\_\_\_\_

(PROVIDE COPY/S OF PLAN IF REQUIRED):

<b>LOCATION OF WORK</b>	_____
<b>COMMENTS</b>	_____
	_____

\_\_\_\_\_

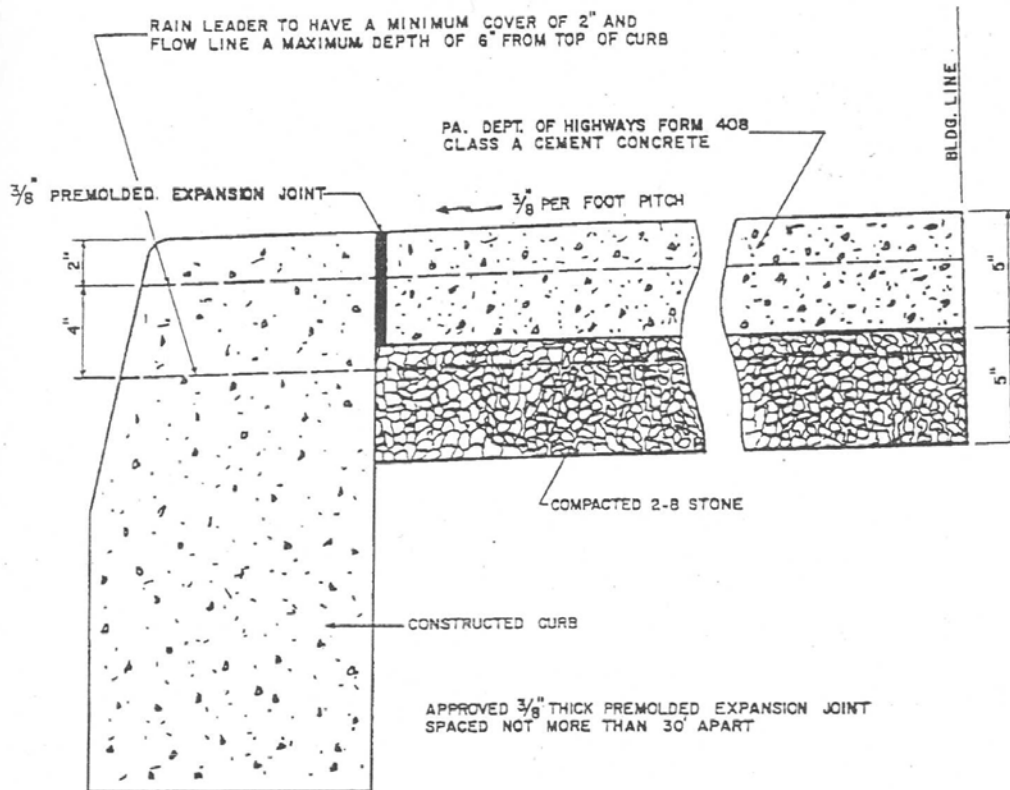
SIGNATURE OF APPLICANT

*APPLICANT ACKNOWLEDGES THAT ALL WORK IS TO CONFORM TO CITY OF READING ORDINANCE NO 30-92 AS AMENDED*

--

*(CITY USE ONLY)*

FEE \$ \_\_\_\_\_ ADDRESS CODE \_\_\_\_\_ PER \_\_\_\_\_



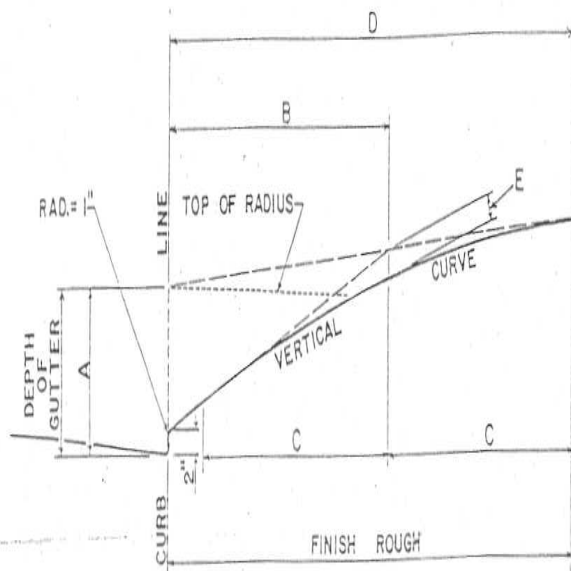
DETAIL SECTION SHOWING CONSTRUCTION OF CEMENT CONCRETE SIDEWALK

NOTE:

CONCRETE SHALL BE SCORED AS DIRECTED BY THE CITY ENGINEERS OFFICE AT NO ADDITIONAL COST TO THE CITY.

REVISED 31DEC.92

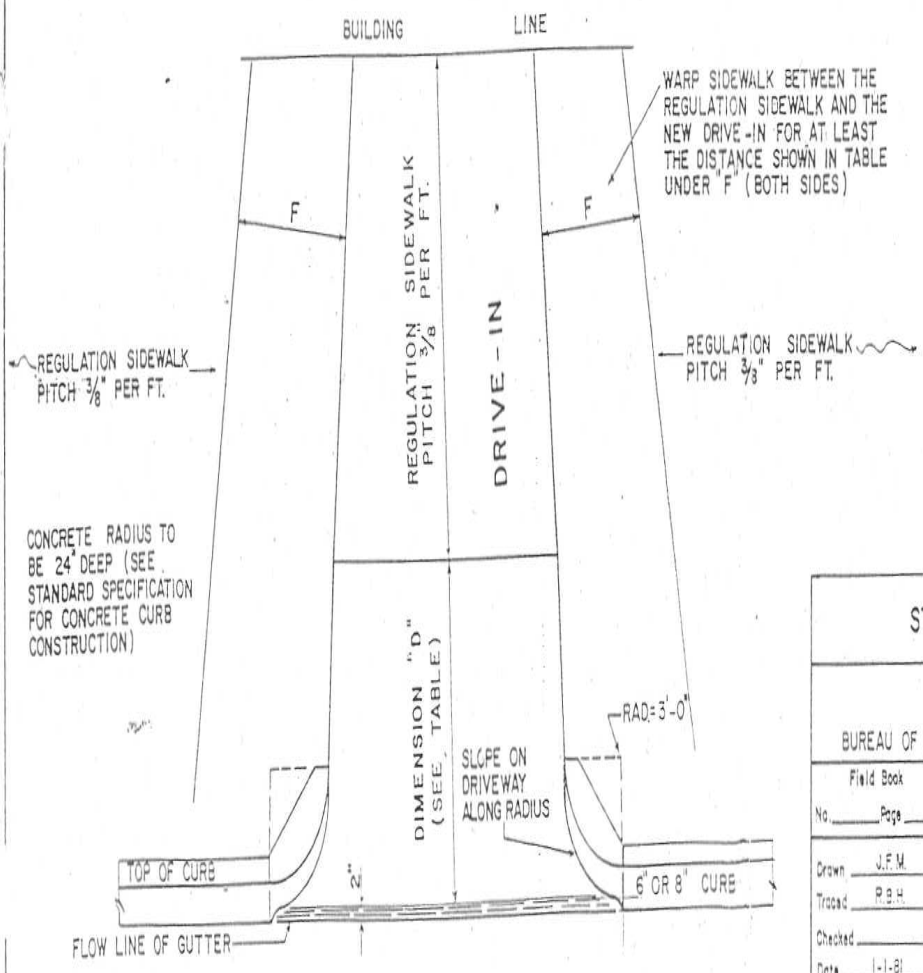
PLAN OF CEMENT CONCRETE SIDEWALK			
CITY OF READING, PENNA.			
BUREAU OF ENGINEERING		DEPT. OF STREETS & PUBLIC IMPROVEMENTS	
Field Book No. _____ Page _____	Ordinance No. _____	APPROVED BY	PLAN NO. 5389 - C
Drawn <u>J.R.E.</u>	Date Passed _____	<i>Joseph Mitchell</i> CITY ENGINEER	SHEET <u>1</u> OF <u>1</u>
Traced <u>R.R.H.</u>	Superseded by	<i>Edmund R. Smith</i> DEPT. DIRECTOR	SCALE <u>2" = 1'-0"</u>
Checked _____	Plan No. _____		
Date <u>1-1-81</u>			



8" DEPTH PLAIN CEMENT CONCRETE OR 6" DEPTH CEMENT CONCRETE, WITH #4 REINFORCING MESH ON 6" CENTERS PLACED 1" FROM BOTTOM OF CONCRETE.  
PA. DEPT. OF HIGHWAYS FORM 408 CLASS A CEMENT CONCRETE.

TABLE

A	B	C	D	E	F
5"	3'-0"	2'-6"	5'-6"	0'-0 5/8"	3'-0"
6"	3'-6"	3'-0"	6'-6"	0'-0 7/8"	3'-6"
7"	4'-0"	3'-6"	7'-6"	0'-1 1/8"	4'-0"
8"	4'-3"	3'-9"	8'-0"	0'-1 3/8"	4'-0"
9"	4'-6"	4'-0"	8'-6"	0'-1 1/2"	4'-6"
10"	4'-9"	4'-3"	9'-0"	0'-1 3/4"	5'-0"
11"	4'-9"	4'-3"	9'-0"	0'-2"	5'-0"
12"	4'-9"	4'-3"	9'-0"	0'-2 1/4"	5'-0"



" RESIDENTIAL "

STANDARD FOR DRIVE-IN ACROSS SIDEWALK

CITY OF READING, PENNA.			
BUREAU OF ENGINEERING		DEPT. OF STREETS & PUBLIC IMPROVEMENTS	
Field Book No. _____ Page _____	Ordinance No. _____	APPROVED BY <i>[Signature]</i> CITY ENGINEER	PLAN NO. 5371
Drawn J.F.M.	Date Passed _____	Supervised by <i>[Signature]</i> DEPT. DIRECTOR	SHEET 1 OF 1
Traced R.B.H.	Plan No. _____	SCALE NOT TO SCALE	
Checked Date 1-1-81			

CITY OF READING, PA.  
APPLICATION FOR SEWER CONNECTION/USE

DATE \_\_\_\_\_

NAME OF APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

RESIDENTIAL USER PLEASE COMPLETE THE FOLLOWING:

NUMBER OF CONNECTIONS REQUESTED \_\_\_\_\_

\*STREET ADDRESSES OF PROPOSED CONNECTIONS

\_\_\_\_\_  
\_\_\_\_\_

INDUSTRIAL/COMMERCIAL USER PLEASE COMPLETE THE FOLLOWING:

NUMBER OF GALLONS PER DAY OF INDUSTRIAL WASTE OR DOMESTIC SEWAGE  
PROPOSED TO BE DISCHARGED TO THE CITY'S WASTEWATER PLANT:

\_\_\_\_\_

PROVIDE SUPPORTING DATA: \_\_\_\_\_

\_\_\_\_\_

STREET ADDRESS OF PROPOSED CONNECTIONS:

\_\_\_\_\_

\_\_\_\_\_

NAME OF CONTACT PERSON: \_\_\_\_\_

\_\_\_\_\_

\*NOTE: IF STREET ADDRESS IS UNKNOWN (LOT NUMBER IS NOT SUFFICIENT)  
PLEASE CONTACT THE PUBLIC WORKS DEPT., ENGINEERING DIVISION, 3RD FLOOR,  
ROOM 3..12, CITY HALL (610-655-6265) FOR ADDRESS ASSIGNMENT.



WILL THE BUILDING OR PLUMBING BE REQUIRED TO ENLARGE AN EXISTING BUILDING OR CONVERT A PRESENT USE WHICH COULD RESULT IN INCREASED WASTEWATER DISCHARGE (IE. - SINGLE FAMILY RESIDENCE TO APARTMENTS, STOREROOM TO LAUNDRY, ETC.)

YES ☐

NO ☐

IF YES, RESIDENTIAL USERS IDENTIFY NUMBER OF EXISTING HOUSING UNITS OR PRESENT USE AND NUMBER OF PROPOSED HOUSING UNITS AND PROPOSED USE. COMMERCIAL OR INDUSTRIAL USERS PROVIDE BUILDING AND USE DETAILS (I.E. - PRESENT AND ANTICIPATED PROCESS WATER DISCHARGE, FLOORSPACE, NUMBER OF EMPLOYEES, NUMBER OF SHIFTS PER DAY, TOILET ROOMS, SINKS, SHOWERS, ETC.)

---

(PRINT NAME)

---

(SIGNATURE)

CONTROL NO. \_\_\_\_\_

ATTN: Kyle Zielber 610-655-6322

# SHADE TREE WORK PERMIT APPLICATION

WORK LOCATION: \_\_\_\_\_  
APPLICANT: OWNER \_\_\_\_\_ LESSEE \_\_\_\_\_ AGENT \_\_\_\_\_ CONTRACTOR \_\_\_\_\_

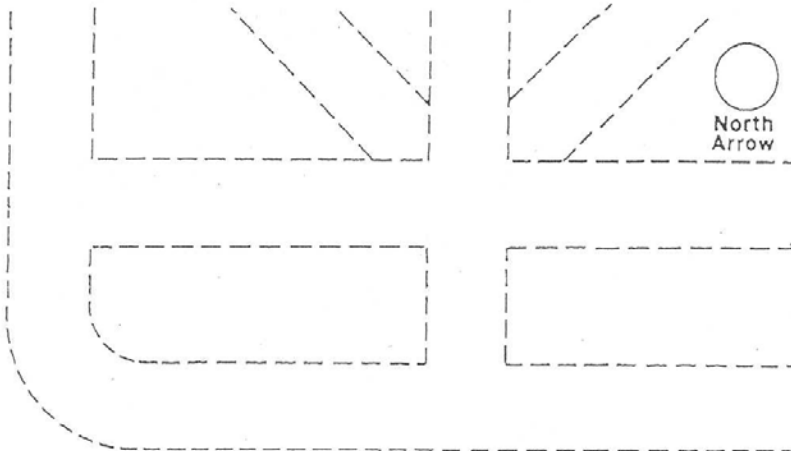
\_\_\_\_\_  
Name \_\_\_\_\_ Phone No. \_\_\_\_\_  
Street No. \_\_\_\_\_ Street Name \_\_\_\_\_ Zip Code \_\_\_\_\_  
PROPERTY OWNER: \_\_\_\_\_  
Name \_\_\_\_\_ Phone No. \_\_\_\_\_  
Street No. \_\_\_\_\_ Street Name \_\_\_\_\_ Zip Code \_\_\_\_\_  
Additional Name \_\_\_\_\_ Phone No. \_\_\_\_\_

DESCRIPTION OF WORK TO BE PERFORMED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLANS SUBMITTED: YES \_\_\_\_\_ NO \_\_\_\_\_ PLAN NO. \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_  
Name \_\_\_\_\_ Date \_\_\_\_\_

Use this diagram to show tree locations, include street names, north arrow, and distances between trees and from intersection or property line.



DO NOT WRITE BELOW THIS LINE

APPROVED: \_\_\_\_\_  
Shade Tree Administrator \_\_\_\_\_ Date \_\_\_\_\_

CONDITIONS FOR APPROVAL: \_\_\_\_\_

DENIED: \_\_\_\_\_  
Shade Tree Administrator \_\_\_\_\_ Date \_\_\_\_\_

REASON FOR DENIAL: \_\_\_\_\_

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **CHAPTER 25**

### **TREES**

#### **PART 1**

##### **SHADE TREES**

§25-101.	Title and Short Title Purposes
§25-102.	Purpose
§25-103.	Definitions
§25-104.	Administration
§25-105.	General Regulations
§25-106.	Authority
§25-107.	Interpretation
§25-108.	Conflict of Other Laws
§25-109.	Violations and Penalties
§25-110.	Amendments

PART I  
SHADE TREES

**§25-101. Title and Short Title**

1. This Part shall be known and may be cited as the "Reading City Shade Tree Ordinance," hereinafter referred to by short title as the "Shade Tree Ordinance."
2. The official map on file in the planning Division is hereby declared to be a part of this Part and shall be known, and may be cited, as the "Reading City Master Shade Tree Plan Map" hereinafter referred to by short title as the "Shade Tree Map." *[Ord.14-2001]*

*(Ord. 42-1973, 9/12/1973, Art. I; as amended by Ord; 14-2001,5/29/2001)*

**§25-102. Purposes**

The purposes of this Part are as follows and they shall be liberally construed to promote and advance the general welfare of the City:

- A. To guide and regulate the orderly growth and development of vegetation on or near public areas in accordance with the Shade Tree Map and with long term objectives, principles and standards deemed beneficial to the interest and welfare of the people of the City.
- B. To protect the character and the social and economic value of both private and public property.
- C. To preserve and enhance the visual character and natural beauty of the City.
- D. To restore, insofar as is possible, a healthy natural environment including but not limited to photosynthesis, underground water stability, surface runoff stability, the reduction of noise, the filtration of pollutants, such as ozone, sulfur dioxide particulate matter, etc., and the propagation of animal life.

*(Ord. 42-1973,9/12/1973, Art. II)*

**§25-103. Definitions**

Regulation by City - see Third Class City Code, §2403(18), 53 P.S. §37403(18).

Shade Tree Commission - see Third Class City Code, §3801 *et seq.*, 53 P.S. §38801 *et seq.*

Payment for Trees by Property Owner - see Third Class City Code, §3807, 53 P.S. §38807.

Maintenance by City - see Third Class City Code, §3809, 53 P.S. §38809.

1. **Intent.** For the purposes of this Part, all words used in the present tense include future tense and all words used in the future tense include present tense. All words in the plural number include the singular number and all words in the singular number include the plural number, unless the natural construction of the sentence dictates otherwise. The word "shall" is mandatory and not directory. The word "located" includes "designed, intended or arranged to be located."

2. **Specific Words and Phrases Defined.**

**CARTWAY** - that portion of the right of way located between curb lines.

**CITY** - the City of Reading.

**COMMISSION** - the Shade Tree Commission of the City of Reading.

**COMMISSIONER** - a member of the Shade Tree Commission.

**COUNCIL** - the governing body of the City of Reading.

**CURBLINES** - the lines in the right of way, constructed or proposed, which separate the portion of the public right of way dedicated to vehicular traffic from that portion dedicated to pedestrian traffic. The official City map on file in the office of the City Engineer shall be the final authority on the location of curb lines should a dispute arise.

**DIRECTOR OF FINANCE** - the Director of Finance of the City of Reading. *[Ord. 142001]*

**PEDESTRIAN WAY** - that portion of the public right-of-way which exists between the curb line and the property line.

**PERMIT, SHADE TREE** - a certificate issued by Council or its designee for the planting, transplanting, cutting, trimming or removal of any tree governed by the provisions of this Part, or for the fastening of any sign, wire, rope or other materials to, around or through any tree, or for the deposition, placement, storage or maintenance of any stone, brick, sand, concrete or other material which might impede the free passage of water, air or fertilizer to the roots of any tree governed by the provisions of this Part. In this Part, when the word "permit" appears alone, the word shall be construed to mean shade tree permit.

**PERMIT, SIDEWALK** - a certificate issued by Council or its designee for the construction, reconstruction, modification or removal of any sidewalk governed by the provisions of the Reading City Sidewalk Ordinance [Chapter 21, Part 5]. Council, may, at its option, allow a sidewalk modification under the shade tree permit, insofar as such sidewalk modification is necessary for the planting, transplanting, removal or protection of any tree governed by the provisions of this Part.

**PERSON** - any individual, firm, association, company or corporation, public or private.

**PROPERTY LINE** - any of the lines forming the front, rear and sides of lots as described in the recorded title.

**PUBLIC AREA** - any public right of way, park or other publicly owned property.

**PUBLIC RIGHT-OF-WAY** - the total width of any land reserved or dedicated to the public use including any street but not including alleys or utility easements. Streets may be commonly known as boulevards, highway, places, terraces, avenues or other similar terms. The official topographic survey map of Reading, Pennsylvania, on file in the office of the Director of Public Works shall be the final authoritative document should the existence of any street, dedicated or not be disputed. *[Ord. 14-2001]*

**SHADE TREE** - any tree located in any public area, herein defined, or which at maturity would protrude into a public area, or to any tree located on property of special interest to the City by right of the Zoning Ordinance [Chapter 27] or any other ordinance.

**SHADE TREE ADMINISTRATIVE OFFICER** - the person or persons charged by Council with the enforcement of this Part.

**STREET LINE** - the street line is that line determining the limit of vehicular right, either existing or contemplated, in a public right of way. Specifically, the street line is that line separating the cartway from the pedestrian way. The street line may also be referred to as the curb line.

*(Ord. 42-1973, 9/12/1973, Art. III)*

## **§25-104. Administration**

1. **Enforcement.** The provisions of this Part shall be administered and enforced by the Shade Tree Administrative Officer or officers of the City who shall be appointed by the Mayor subject to the approval of Council. It shall be the duty of the Shade Tree Administrative Officer or officers to cause any premises to be inspected or examined and to order in writing the remedying of any conditions found to exist in violation of any provisions of this Part and to issue permits in accordance with this Part.
2. **Relief from Personal Responsibility.**
  - A. The Shade Tree Administrative Officer, or any employee charged with the enforcement of this Part, while acting for the City, shall not thereby render himself personally liable, and he is hereby relieved from all personal liability for any damage that may accrue to persons or property as a result of any act required or permitted in the discharge of his duties. Any suit instituted against any officer or employee because of an act performed by him in the lawful discharge of his duties shall be defended by the legal representative of the City.
  - B. In no case shall the Shade Tree Administrative Officer be liable for costs in any action or suit or proceeding that may be instituted in pursuance of the provisions of this Part when he and/or his subordinates perform their duties in good faith and without malice.

3. **Permits.** In no case shall a shade tree permit be issued for planting, transplanting, cutting, trimming or removing any tree or for the fastening of any sign, wire, rope or other materials to, around, or through any shade tree where such activity would be in violation of any provision of this Part.
- A. **When a Permit is Required.** No person shall plant, transplant, cut, trim or remove any shade tree, nor shall they cause to be planted, transplanted, cut, trimmed or removed, any shade tree without first obtaining a permit to do so. Nor shall any person fasten, or cause to be fastened, any sign, wire, rope or other materials, to, around or through any shade tree without first obtaining a permit to do so. Nor shall any person deposit, place, store or maintain any stone, brick, sand, concrete or other material which may impede the free passage of water, air or fertilizer to the roots of any shade tree without first obtaining a permit to do so. Nor shall any person break, injure, mutilate, kill or in any other way harm any shade tree, nor move any building or other object on or over any public street or public right-of-way in such a manner as to damage or injure any shade tree without first obtaining a permit to do so.
- B. **Conditions Attached to Permits.** As a condition to any permit to remove any shade tree, the City may require that the applicant plant, at his own expense, another tree in place of the one removed. The Shade Tree Commission in such case shall direct the type, size and location of the tree to be planted and the time within which the work shall be done. As a condition to any permit to move any building or object on or over any public street or other public right of way, the City may require the applicant to furnish bond in an amount sufficient to cover any damage or injury to any shade tree caused by the applicant or his agent(s) and it may direct the route of any such moving so as to minimize damage or injury to shade trees.
- C. **Who Shall Apply.** The application for a shade tree permit shall be made by the owner or lessee, or the agent of either, of the real estate on which such tree is located or, if such tree is located on a public right-of-way, the application shall be made by the owner or lessee, or the agent of either, of the real estate nearest the tree. This provision may be waived by the Commission when the work is done at the direction of, and carried out by a City agency in behalf of, the Commission.
- D. **Revocation of Permit.** The Shade Tree Administrative Officer may revoke a permit or approval issued under the provisions of this Part in case of any false statement or misrepresentation of fact in the application or on the plans on which the permit or approval was based.
- E. **Nullification of Permit.** Any permit issued in conflict with the provisions of this Part shall be null and void and may not be construed as waiving any provision of this Part.
- F. **Form of Permit Application.** The permit application shall be on a form prepared by the Commission.
- G. **Fees.** The fee for the shade tree permit, if any is deemed necessary, shall be set by resolution of Council.

4. **Records.**

- A. It shall be the duty of the Shade Tree Administrative Officer to keep a record of all applications for shade tree permits and a record of all permits issued. He shall file and safely keep copies of all plans submitted and these shall form part of the records of his office.
- B. The Officer shall prepare a quarterly report for Council summarizing for the period since his last previous report all shade tree permits issued and all complaints of violation and the action taken by him consequent thereon.
- C. The Shade Tree Commission shall annually report in full to Council, at Council's first stated meeting in October, its transactions and expenses for the last fiscal year of the City.

5. **Shade Tree Commission**

- A. **Membership.** The Shade Tree Commission is hereby created. Unless otherwise specified, the word Commission when used in this Part shall be construed to mean the Shade Tree Commission of the City of Reading. The Commission shall be composed of no fewer than three or more than seven residents of the City appointed by resolution of Council upon the recommendation of the Mayor. One Commissioner shall serve for a term of 3 years, one for a term of 4 years and one for a term of 5 years on a Commission of only three residents. If the Commission consists of more than three members, the time sequence provided for a three member commission shall be repeated. On the expiration of the term of any Commissioner, a successor shall be appointed to serve for a term of 5 years. The Commission shall notify Council promptly of any vacancies which occur. Appointments to fill vacancies shall be only for the unexpired portion of the term. *[Ord.8-1976]*
- B. **Organization.** The Commission shall elect from its own membership a chairman, vice-chairman and secretary who shall serve annual terms and who may succeed themselves. r the conduct of any meeting and the taking of any action, a quorum shall be not less than a majority of the Commission as a whole. The Commission shall keep full public records of its business and shall submit a report of its activities to Council at least once a year.
- C. **Removal of Members.** Any Commission member may be removed for malfeasance, misfeasance or nonfeasance in office or for other just cause by a majority vote of Council taken after the member has received fifteen days advance notice of the intent to take such vote.



- D. **.Expenditures for Services.** Within the limits of funds appropriated by Council, the Commission may employ or contract for secretaries, clerks, legal counsel, consultants and other technical assistance. Members shall serve without compensation except that Council may reimburse Commission members for expenses incurred in the performance of their duties.
- E. **Notification that Work is to be Performed.** Whenever the Commission proposes to plant, transplant or remove shade trees, notice of the time and place of the meeting at which such work is to be considered shall be given in at least one newspaper of general circulation within the City once each week for 2 weeks immediately preceding the time of the meeting, as provided by law. Such notice shall specify in detail the street(s) or other public area(s) or portions thereof upon which trees are proposed to be so planted, transplanted or removed. Any property owners directly affected by such planting, transplanting or removal shall be notified by mail of such meeting at least 1 week prior to the meeting.

(*Ord.* 42-1973, 9/12/1973, Art. IV; as amended by *Ord.* 8-1976, 2/18/1976, §1)

#### **§25-105. General Regulations.**

1. **Advice to Council.** Council shall consider the advice of the Shade Tree Commission on all matters concerning the application of this Part; thirty days time shall be allowed for the Commission to report to Council. The Commission shall carry out any duties and responsibilities conferred upon it by Council including those herein conferred.
2. **Commission Authority.** The Shade Tree Commission may plant, remove, maintain and protect such shade trees. The Commission may require the planting or replanting of any shade tree and may direct the size and species as well as the alignment and location of such trees except that the alignment and location of any shade tree shall not prevent necessary and reasonable conduct of business or use of the streets, sidewalks or abutting property. The Commission may designate suitable persons in the employ of the City to aid it in its functions. [*Ord.* 68-1995]
3. **Dead or Hazardous Trees.** Should any shade tree die or in any other manner present a hazard to the public, it shall be declared a public nuisance by the Shade Tree Commission and the elimination of the hazard or the tree shall be effected pursuant to subsection (7). Notification to the Commission that a hazardous condition exists shall be the responsibility of the owner of the property upon which the hazard exists except that if the hazardous condition exists on a public right of way such notification shall be the responsibility of the owner of the property nearest such hazardous condition. Failure to so notify the Commission, in writing, shall subject the person charged with the responsibility for notifying the Commission to liability for any damages attributable to such hazard. [*Ord.* 68-1995]

4. **Responsibility for Costs.**

- A. The cost of furnishing, planting, transplanting or removing any shade tree(s) or the necessary suitable guards, curbing or grading for the protection thereof, and the replacing of any pavement or sidewalk necessarily disturbed in the execution of such work, shall be paid by the owner of the property on which such tree(s) are located or, if located in a public right-of-way, by the owner of the property nearest such tree(s).
- B. Upon the filing of such certificate with Council, the City Clerk shall cause 30 days written notice to be given by certified mail to the persons against whose property an assessment has been made. The notice shall state the amount of the assessment and theorize and place of payment, and shall be accompanied by a copy of the certificate. The expense of such notice shall be borne by the City.
- C. The amount assessed against the real estate shall be a lien from the time of the filing of the certificate with Council and, if not paid within the time stipulated, a claim may be filed and collected in the same manner as municipal claims are filed and collected.

*[Ord. 68-1995]*

- 5. **Damage to Shade Trees.** Should any shade tree be damaged by any person, the City may charge the person causing such damage for repairs to the tree and/or its devaluation. Should any shade tree be destroyed by any person, the City may charge the person causing such destruction for the appraised value of the tree plus the cost of its removal and replacement. Should any shade tree be damaged or felled by storm or other natural occurrence, such tree shall be repaired or removed, including stump, by the owner of the property on which the tree stands or stood, or, if located on a public right of-way, by the owner of the property nearest the point at which the tree stands or stood. Replacement of such tree shall be made at the discretion of the Shade Tree Commission and at the expense of the owner of the property on which the tree is located, or, if located on a public right of way, at the expense of the owner of the property nearest such tree. *[Ord. 68-1995]*
- 6. **Shade Trees as Obstructions.** The City shall trim branches from any shade tree overhanging a public right-of-way so that such tree(s) shall not obstruct light from any street light or traffic light, signal or sign, and so that it shall not obstruct the free passage of pedestrian or vehicular traffic over the cartway. It shall be the responsibility of the property owner nearest the shade tree to ensure that such tree does not obstruct the free passage of persons on the pedestrian way.
- 7. **Shade Trees as Public Nuisances.** Any shade tree that, in the opinion of the Shade Tree Commission, endangers the life, health, safety or property of the public, or which is afflicted with any contagious disease or insect infestation shall be declared a public nuisance by the Commission, except that when such shade tree presents a clear and present danger to the life, health, safety or property of the public, such declaration may be made by Council, the Chief Building Inspector or the Parks Administrator. The owner of the property on which such tree is located or, if located on a public right of way, the owner of the property nearest the tree shall be notified in

writing of the existence of the nuisance and be given reasonable time to effect abatement of such nuisance or removal of such tree at his own expense. If the owner does not effect such abatement or removal of the nuisance within the time specified in the notification, the City shall cause the nuisance to be corrected or removed and the cost thereof shall be assessed to the owner as provided by law. *[Ord. 68-95]*

**8. Tree Specifications**

- A. The Shade Tree Commission shall plant, or permit to be planted, only those tree species on the approved list on file with the Commission. No tree shall be planted less than 25 feet from a curb intersection of any street or alley or less than 15 feet from any fire hydrant. No tree shall be planted less than five feet from any sewer, water, gas, electric or other line or conduit, except as permitted by the City.
- B. The center of all newly planted trees shall be not less than 24 inches from the curb line. An area, open or with tiles, bricks or other materials which allows sufficient passage of air, water and fertilizer, shall be provided around the base of each shade tree; this area shall be not less than 15 square feet. The Commission may, whenever it deems necessary, waive the provisions of this Section.

**9. Maintenance by City; Tax Levy.**

- A. The City may prune any branch that is an obstruction in the cartway. It is the responsibility of the owner of the property nearest the tree to maintain and secure the tree pit, sidewalk and prune the rest of the tree making certain no hazardous conditions exist.
- B. The needed amount for City pruning shall each year be certified by the Shade Tree Commission to Council in time for inclusion in the proposed budget ordinance, and the funds provided by Council shall be drawn against, as required by the Commission, in the same manner as money appropriated for City purposes. The Commission may accept and expend contributions to achieve the purposes of this Part.
- C. Council may levy a special tax, not to exceed the sum of 1/10 mill on the dollar of the assessed valuation of the property in the City, for the purpose of defraying the cost and expenses incurred by the Commission in the execution of its duties, or it may provide for such expenses by appropriations.
- D. It is the responsibility of the owner of the property nearest the shade tree pit to cap empty tree pits and maintain the sidewalk around the tree pit according to the sidewalk standards established by the Department of Public Works. *[Ord. 14-2001]*

*[Ord. 68-1995]*

*(Ord. 42-1973, 9/12/1973, Art. V; as amended by Ord. 68-1995, 7/26/1995, §II; and by Ord. 142001, 5/29/2001)*

**§25-106. Authority for Ordinance.**

This Part is enacted pursuant to the provisions of the Third Class City Code of the Commonwealth of Pennsylvania.

(Ord. 42-1973,9/12/1973, Art. 600)

**§25-107 . Interpretation.**

All standards set forth in this Part are to be interpreted as minimum standards required. Nothing herein contained shall be construed to prohibit or prevent the use of higher standards.

(Ord. 42-1973,9/12/1973, Art. 700)

**§25-108. Conflict with Other Laws.**

Should any provision set forth in this Part be found to conflict with any law of the United States or of the Commonwealth of Pennsylvania, such Federal and/ or State laws shall govern and this Part shall be construed accordingly. Such conflict shall not affect the validity of this Part.

(Ord. 42-1973,9/12/1973, Art. 800)

**§25-109. Violations and Penalties.**

1. **Notice of Violation.** The Shade Tree Administrative Officer shall serve a notice of violation of the person in violation of this Part or of a plan approved there under or in violation of a permit or certificate issued under the provisions of this Part. Such notice shall direct the abatement of such violation.
2. **Prosecution of Violation.** If the violation is not abated within the time specified in the notice of violation, the Officer may request the City Solicitor to institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation.
3. **Penalties.**
  - A. **Penalties.** Any person, firm or corporation who shall violate any provision of this Part or who shall fail to comply with any of the requirements thereof or who shall conduct activities in violation of a permit issued under the provisions of this Part, or who shall, without having applied for and received an approved permit, conduct activities for which a permit is required under the terms of this Part, who shall willfully, maliciously or negligently destroy or injure any shade trees shall be, upon conviction thereof, sentenced to pay a fine of not more than \$600 plus costs and, in default of payment of said fine and costs to a term of imprisonment not to exceed 30 days. Each day that a violation continues shall be deemed a separate offense. *[Ord. 14-2001]*
  - B. **Disposition of Penalties or Assessments.** All penalties or assessments imposed

under this Part shall be paid to the City Treasurer, to be placed to the credit of the Shade Tree Commission, subject to be drawn upon by the Commission for the purposes authorized in this Part.

*(Ord. 42-1973, 9/12/1973, Art. IX; as amended by Ord. 32-1983, 8/24/1983, §1; and by Ord. 14-2001, 5/29/2001)*

**§25-110. Amendments.**

Council may, from time to time after public notice and hearing, amend, change or supplement the regulations herein established. Notice shall be published in a newspaper of general circulation within the City at least 14 calendar days in advance of any public hearing. Such notice shall state the time and place of the hearing and shall contain either the full text of the amendment or supplement of a brief summary thereof, and reference to a place within the City where copies of the proposed amendment or supplement may be examined.

*(Ord. 42-1973, 9/12/1973, Art. X)*